

PLANNING DEPARTMENT
VARIANCE
SUPPLEMENTAL APPLICATION FORM

TOWN OF HILTON HEAD ISLAND

THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.

Please TYPE or PRINT legibly

NAME OF DEVELOPMENT: _____

SECTION NUMBER(S) OF THE ORDINANCE FROM WHICH A VARIANCE(S) IS REQUESTED
(SEE NOTE 1): _____

DESCRIBE COMPLETELY AND SPECIFICALLY THE REQUESTED VARIANCE: _____

EXPLAIN BRIEFLY WHY THE VARIANCE IS REQUESTED: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED AT TIME OF APPLICATION:

- ☐ A NARRATIVE THAT EXPLAINS **HOW** AND **WHY** THE REQUESTED VARIANCE MEETS **ALL** OF THE CRITERIA OF LMO SECTION 16-3-1806. CRITERIA FOR APPROVAL OF VARIANCES.
- ☐ A COPY OF CORRESPONDENCE SOLICITING COMMENTS FROM ANY PROPERTY OWNERS PER LMO SECTION 16-3-111-D(1). PUBLIC NOTICE REQUIREMENTS.
- ☐ LIST OF OWNERS OF RECORD TO RECEIVE NOTIFICATION (SEE NOTE 1).
- ☐ **NOTARIZED** WRITTEN CERTIFICATION, SIGNED BY THE OWNER(S) OF RECORD OF THE PROPERTY, THAT THE OWNER(S) CONSENT TO THE REQUEST FOR A VARIANCE. CERTIFICATION IS NOT NECESSARY IF THE OWNER IS THE APPLICANT.
- ☐ A **SEALED** SITE PLAN TO SCALE OF 1"=30' THAT CLEARLY ILLUSTRATES THE REQUESTED VARIANCE IN RELATION TO THE AFFECTED SITE AND TO SURROUNDING PARCELS AND USES. A REPRODUCIBLE COPY OF THIS PLAN, NO LARGER THAN 11" X 17", MUST BE SUBMITTED.
- ☐ FILING FEE - \$250.00

NOTE 1: THE **APPLICANT SHALL PROVIDE NOTICE** OF A PUBLIC HEARING TO ALL LAND OWNERS OF RECORD WITHIN THREE HUNDRED AND FIFTY (350) FEET ON ALL SIDES OF THE PARCEL(S) BEING CONSIDERED FOR A VARIANCE. SUCH NOTICE SHALL BE MAILED BY **CERTIFIED MAIL** THIRTY DAYS (30) PRIOR TO THE BOARD OF ZONING APPEALS MEETING. LMO SECTION 16-3-111-C. MAILED NOTICE.

NOTE 2: THE APPLICANT SHALL SUBMIT TO THE ADMINSTRATOR NO LESS THAN SEVEN (7) CALENDAR DAYS PRIOR TO THE MEETING AN **AFFIDAVIT OF COMPLIANCE** WITH THIS NOTICE REQUIREMENT. LMO SECTION 16-3-111-C(2). MAILED NOTICE.

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____

TIME: _____

ACCEPTED BY: _____

MASTER TRACKING NUMBER: _____